

**Deputy Liquor Commissioner/ Civilian Position (Part-time)**

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**DISTINGUISHING FEATURES OF WORK**

Subject to administrative approval and under the supervision of the Liquor Commissioner (Mayor) with accountability to the Village Manager, manages preliminary investigations, and related activities required for the detection, prevention, and suppression of illegal activities applicable to Chapter 10, Liquor Code of Ordinances for the Village of Westmont. Additionally, interacts with the Westmont Police Department and other law enforcement agencies on liquor, tobacco and massage establishment issues and activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Reviews and processes any/all liquor license inquiries and actual license applications. This includes conducting background investigations, questionnaires, fingerprints, site visits while ensuring all requirements for a liquor license are met before forwarding a recommendation report to the Liquor Commissioner.
- Regulates outside dining areas.
- Reviews and approves/denies applications for special event requests or temporary liquor licenses for special events when applicable.
- Reviews and approves/denies applications for live entertainment requests.
- Oversees the scheduling and implementation of liquor license compliance checks.
- Attends village ordinance and house court dates involving liquor license violations.
- Liaison with the Village Attorneys on liquor license, tobacco, and massage establishment issues and violations.
- Assists Liquor Commissioner in preparation and conducting hearings (including tobacco violations).
- Conducts site visits semi-annually to ensure proper signage and compliance with other liquor ordinance requirements.
- Maintains regular interaction with the Community Development and Village Clerk's offices.
- Liaison with the Westmont Chamber of Commerce. Is available to answer or address questions from local businesses. Attends Chamber events involving liquor licensed businesses.

- Acts as a liaison with various organizations involved in special events such as but not limited to Taste of Westmont, Red White and BBQ, Westmont Street Fair, Alefest etc.
- Remains current on issues and legislation concerning Video Gaming and act as a liaison between the village and representatives of the Illinois Gaming Board and Investigators. Address any Video Gaming issues.
- Remains current on issues and legislation concerning the sale and servicing of alcohol. Act as a liaison between the village and the Illinois Liquor Control Commission and Investigators.
- Takes appropriate action (pulls license) when Illinois Liquor licenses are suspended/revoked.
- Checks businesses for compliance with employee Beverage Alcohol Sells and Serves (BASSET) training. Conduct in house training of employees on liquor related issues when applicable.
- Fields inquiries for new or potential new businesses who may seek a liquor license and attends Economic Development Committee meetings where a proposed business interested in seeking a liquor license is presented.
- Completes and submits any Village Board Agenda items concerning potential board action involving a liquor license.
- Attends Village Board meetings to present applicants to the Village Board for their consideration on issuing a liquor license.
- Attend any committee meeting where a liquor issue or business is being discussed.
- Drafts, researches, and provides information for any new liquor license classifications or changes in liquor ordinances.
- Assists Village Clerk with annual license renewals.
- Maintain open lines of communication with the Liquor Commissioner (Mayor) and Village Manager on all issues or incidents involving a liquor licensed establishment.
- Process tobacco license applications
- Oversee and schedule the implementation of tobacco license compliance checks.
- Performs other duties as assigned by the Liquor Commissioner (Mayor) and/or Village Manager which are reasonably within the scope of the duties enumerated above.

#### **ANCILLARY DUTIES PERFORMED AS NEEDED**

- Work with Detectives of the Westmont Police Department in conducting interviews of village employee applicants and potential police applicants as part of the background phase for employment. Interviews would consist mainly of employers, friends, family and listed references.

- May meet with and review applicants for a massage establishment license and provide a recommendation to the Village Manager and Village Board on the issuance of a massage establishment license.

## **REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education**

- Requires knowledge, skill and mental development equivalent to the completion of four years of high school.
- Requires completion of the Beverage Alcohol Sellers and Servers Training classes. Completion of an instructor's course is preferred.

### **Experience**

- Requires possession of a valid Illinois Driver's License in the appropriate classification required by law.
- Requires knowledge and a minimum of 1 year experience in conducting background investigations.
- Requires thorough knowledge of Chapter 10 (Liquor) of the Westmont Code of Ordinances.
- Requires thorough knowledge of laws and regulations enforced by the Illinois Liquor Control Commission.
- Requires thorough knowledge of the laws and regulations enforced by the Illinois Gaming Board, in particular Video Gaming.
- Requires thorough knowledge of investigative practices and procedures.
- Requires a high level of people skills including patience, understanding, and compassion when dealing with members of the general public and elected officials.
- Requires sufficient personal computer knowledge and skill to use common and specialized software currently in use by village personnel.
- Requires the ability to communicate effectively both verbally and in writing
- Requires ability to establish and maintain effective working relationships with municipal employees, officials, allied law enforcement agencies and the general public.
- Requires the ability to keep information confidential when applicable.

## **PHYSICAL DEMANDS**

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

- Requires visual ability sufficient to effectively operate office equipment including copier, computer, etc. and visual ability to read and write reports, correspondence, and instructions.
- Requires speaking ability sufficient to communicate effectively with other individuals both in person and over a phone.
- Requires the visual ability to read and write reports, correspondence, and instructions.
- Required hearing ability sufficient to hold conversations with other individuals both in person and over a telephone and ability to hear recording on phone answering devices.
- Requires ability to drive vehicle to attend various meetings, travel to businesses, and to other village and governmental facilities.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet but can sometimes be somewhat hectic.
- Employee occasionally works in outside weather conditions and hazardous situations that can be a threat to life and safety.

## **SAFETY RESPONSIBILITIES**

Each Department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

1. Promptly report to your supervisor all accidents and injuries occurring within the course of their employment. If the hazard is not abated notify your Department Head.
2. Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent their recurrence.
3. Good housekeeping must be practiced at all times in the work area.

4. Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling, and other acts which tend to have an adverse affect on safety or the well-being of other employees are prohibited.
5. Obey all safety rules and follow published work instructions.
6. Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection), in accordance with the current PPE Chart and Job Safety Analysis (JSA) Sheets. Please refer to your departments PPE Policy and Chart.
7. Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
8. Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
9. Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
10. Arrive at work suitably attired for the job to be performed.
11. Communicate the need for safety devices, physical improvements, training and refresher courses.